

CHECKLIST FOR REVIEWING FOOD PRODUCTION RECORDS

School Name: _____ Date: _____

	FPR-FOOD PRODUCTION RECORD	YES	NO	COMMENTS
1	Used the correct meal service FPR form—i.e. breakfast, lunch, PK, transport, food bar, etc.?			
2	Date and school building name are entered? Use or non-use of OVS, which grades use OVS, and a la carte is indicated?			
3	Number of total, overall planned servings per grade group and adults/a la carte is entered? <i>(Often the same as entrees planned.)</i> In upper right-hand corner of state prototype FPR form			
4	All menu items offered as part of a reimbursable meal are entered including all entrée, fruit, vegetable, grain, and milk choices plus condiments?			
5	Actual component contribution for each menu item is indicated? <i>(M/MA, G, F, V, Mk or combination)</i>			
6	The recipe number <u>or</u> the brand name and product code is entered?			
7	The <i>total</i> quantity to be prepared for all planned portions is entered for each menu item in <i>measurable</i> amounts such as #10 can, pounds, or each?			
8	The serving sizes for each individual menu item offered as part of a reimbursable meal are entered per grade group and adults/a la carte?			
9	The number of planned servings for each individual menu item offered as part of a reimbursable meal are entered per grade group and adults/a la carte?			
10	Total amount prepared is entered if the amount actually prepared is different than #7 <i>(total quantity prepared)?</i>			
11	Total seconds and a la carte sold is recorded? <i>(This is needed to ensure that Smart Snacks regulations are met.)</i>			
12	Total leftover amounts are recorded? <i>(Recording leftover amounts documents that students had access to all required components and sub-groups.)</i>			
13	Serving temperatures are recorded? <i>(These may be on a separate form.)</i>			
14	Number of actual servings per grade group and adults/a la carte is entered after meal service? In upper right-hand corner of state prototype FPR form.			
	Other:			
1a	If using OVS, does the number of servings for each food item vary? Do the number of servings seems reasonable?			
2a	Are substitutions indicated? If so, are daily and weekly meal pattern requirements still being met?			
3a	If not using state prototype FPR forms, be sure all required items are included on the form being used.			

***Items in bold print are required**